



CITY OF MIRAMAR INTEROFFICE MEMORANDUM

TO: Mayor, Vice Mayor, & City Commissioners

FROM: Dr. Roy L. Virgin, City Manager 

BY: Kanika Stampf, Chief HR Officer/Director of Human Resources

DATE: March 12, 2026

RE: Temp. Reso. No. 8641 – Civil Service Advisory Board Update

1. Introduction

- Civil Service Advisory Board
- Contact Information/staff liaison: Kanika Stampf, Chief HR Officer/Director of Human Resources
- Purpose of the Report: Recap of board meeting activities for Q1-Q2.
- Background of the Advisory Board: The Civil Service Board is authorized by the City Code and serves in an advisory capacity to the Human Resources Department regarding the utilization and promotion of merit principles of human resource administration for city employees.
- Scope of the Report: This report will discuss the latest goals, objectives, and discussions at the monthly Civil Service Board meetings.

2. Board Composition

- Members and Appointments:
 - Michael Garcia (Chairperson – Fire Dept)
 - Vito Dioguardi (General Employee)
 - Yessenia Diaz (Police Dept)
 - Zain Remy (Resident)
 - Karol Lopez (Resident)
 - Kimone Edwards (Resident)
 - Bradford Larkin (Resident)

3. Meetings and Activities

- Meeting Schedule: 3rd Monday of each month
- **Summary of Activities:** The Board's primary focus has been on updating the Civil Service Code. This initiative is ongoing and will be carried out in phases to ensure a thorough and comprehensive update of the Code.
- **Public Engagement:**
 - The civil service review project is ongoing. FIU has completed the document review phase (bargaining agreements, policies, etc.) and is moving into staff interviews.
 - Members discussed the City's code regarding advisory board attendance and the potential for member removal due to excessive absences.
 - It was noted that at the November 2025 meeting, the City Clerk's office provided training on Robert's Rules of Order, Florida Sunshine Law, and Public Records Law.
 - The board attempted to address the vacancy for Vice Chairperson; however, a motion to appoint Mr. Larkin failed due to the lack of a second.

4. Accomplishments and Outcomes

- The Board is in the process of reviewing the City's Civil Service Code to develop recommendations for consideration by the City Commission. A scope of work proposal was accepted by Florida International University (FIU), and the project is underway.
- Staff committed to distributing copies of the board's bylaws and the official attendance policy to all members.
- The City Attorney clarified that any change to the board's meeting frequency (moving from monthly to quarterly) requires a formal vote and approval from the City Commission.

5. Challenges and Lessons Learned

- The board has at times struggled to reach a quorum, which has stalled official voting and progress on key items such as meeting schedules and leadership appointments.
- Members noted that the current 5:30 PM start time is difficult for those commuting from Miami or for city personnel who may be on duty shifts.

- It was noted that absent members are often failing to notify staff of their absences in advance, leading to uncertainty regarding whether a quorum will be met.
- There is a perceived need for better onboarding, as some board members may not be fully aware of the requirements outlined in the bylaws.

6. Financial Overview

- Budget Summary: The Board does not have a budget nor directly spend any funds.
- Funding Sources: Costs for the FIU research project will come from the current Human Resources Department budget.
- Financial Management: Funds are budgeted in the Human Resources Department for professional consulting services.

7. Future Plans and Recommendations

- The board plans to request the City Commission to move the board's meetings from monthly to quarterly to better accommodate member schedules.
- There is a recommendation to move the start time of meetings to 6:30PM or 7:00PM.
- A formal reminder will be sent to all members regarding the "automatic forfeiture" rule for excessive unexcused absences.
- Staff will provide documentation at the next meeting outlining the specific duties of the Vice Chairperson to assist in the selection process.

8. Conclusion

- While progress is being made on administrative updates—specifically the FIU study, the primary focus for upcoming sessions will be to stabilize the board's structure through improved attendance, potentially shifting to a quarterly schedule, and electing a Vice Chairperson.